



UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY

## Career Opportunity



<b>Title:</b>	<b>Location:</b>	<b>Date Posted:</b>
<b>Telecommunications Specialist</b>	<b>Clerk's Office, Newark, NJ</b>	<b>08/21/2006</b>
<b>Brief Description:</b>	<b>Closing Date:</b>	
<b>Under the general direction and supervision of the Director of MIS, the incumbent is responsible for the telecommunications support and development of operational telecommunications systems and studying the impact of these systems throughout the District of New Jersey.</b>	<b>09/08/2006</b>	

**STARTING SALARY RANGE: \$45,436- \$88,529 (CL 27/1 - CL 28/61)\***

**\*Position may be filled at either a CL-27 or CL-28. If filled at a CL-27, may be promoted to the next Classification Level without further competition.**

**JOB ANNOUNCEMENT NUMBER: 2006-17**

**POSITION OVERVIEW:**

- Supports the court units' telecommunications systems. In addition, the incumbent advises the Director of MIS on policies and programs related to telecommunications issues and tasks.
- Acts as liaison with equipment vendors, maintenance personnel, and other providers of telecommunications lines and services. Coordinates procurement of telephone equipment and services which includes development and maintenance of an inventory of all such equipment, services and lines and maintains all warranty information.
- Prepares reports on expenditures and other funding issues as requested.
- Develops and maintains reference materials, technical manuals, and user documentation for all systems.
- Oversees the design, maintenance, and planning of all new and existing voice telecommunications systems.
- Coordinates all repairs, adds, moves and changes for court telecommunications systems, including procurement activities relating to said systems.
- Develops repair procedures and processes/monitors requests for installation, removal, relocation and activation of telecommunications equipment and features for court employees.

- Develops and executes a court telecommunications training plan to ensure effective utilization of installed telecommunications systems.
- Ensures telecommunications are state of the art and coordinates system upgrades within Electronic Courtroom, video conference system and Mobile systems with qualified vendors.
- Recommends to the Court the implementation of standard policies and procedures pertaining to introduction and utilization of new telecommunications and equipment for courtroom technology environments.
- Works with the Court in the development and eventual implementation of short and long range telecommunication improvements, ensuring minimal disruption to courtroom activities as well as other interested parties (i.e. bar groups, government agencies.)
- Advises the Court in areas of telecommunication support, requirements and capabilities to include anticipating future requirements and resolving any potential problems prior to implementation.
- Develops and manages funds provided for court telecommunications.
- Identifies and develops telecommunication trends that meet specific needs of the court and its users (i.e. bar groups, government agencies, etc.)
- Performs other duties as assigned.

Notes: Recommended 3 - 5 years of experience in the telecommunications field. Nortel phone equipment experience is preferred. Desirable experience/exposure in a courthouse setting.

**Work is performed in both an office setting and a courtroom setting and may require working during non-business hours. Some physical effort may be involved in moving, connecting, troubleshooting or assisting in the installation of telecommunications systems. Frequent intra-district travel is required.**

### **QUALIFICATION REQUIREMENTS:**

Good working knowledge of the theories, principles, practices and techniques of telecommunications, including the latest developments in systems hardware and software for voice, video telecommunications, long distance, local voice and data systems; facsimile communications; video teleconferencing, including terminal devices and store and forwarded terminals; protocol and signaling standards. Ability to research, isolate and make corrective recommendations to courtroom telecommunication problems. Ability to analyze, evaluate and determine courtroom telecommunication needs and planning to implement required approaches to meet those needs. Good general understanding of management practices and administrative processes; ability to analyze problems and assess the practical implications of alternative solutions; ability to communicate effectively with others, both orally and in writing, and through presentations; the ability to exercise mature judgment; and resolve problems. Broad knowledge of voice communication architecture, to include ISDN trunking and voice telephone switches, is essential. Good working knowledge of various telecommunications systems, including PBX systems.

At least three years of specialized experience, including at least one year equivalent to work at the CL-26 to qualify for the CL-27; or at least three years specialized experience, including at least one year equivalent to work at the CL-27 to qualify for the CL-28.

Education above a high school level at an accredited institution may be substituted for general experience on the basis of one academic year equaling nine months of experience.

**ORGANIZATIONAL RELATIONSHIPS:**

A Telecommunications Specialist reports directly to the Director of MIS and/or their designee.

**BENEFITS:**

Employees of the United States District Court are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees. These benefits include:

- ! 13 days paid vacation per year (first three years)\*
- ! 20 days paid vacation per year (after three years)\*
- ! 26 days paid vacation per year (after fifteen years)\*
- ! 13 sick days per year\*
- ! 10 paid holidays
- ! Medical coverage from a wide variety of plans
- ! Life insurance
- ! Long-term disability insurance
- ! Long-term care insurance
- ! Thrift Savings Plan (equivalent to a 401K plan)
- ! Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- ! Participation in the Federal Employees Retirement System
- ! Partial commutation allowance, if eligible, and/or available.

\* denotes earned and accrued leave definition

**INFORMATION FOR APPLICANTS:**

Submit a cover letter, résumé, salary history and requirement to:

Emma Fernandez-Regan, Human Resources Manager  
United States District Court  
402 East State Street, Room 2020  
Trenton, NJ 08608  
Attn: Announcement No. 2006-17(N)  
E-mail: [NJD3-HumanRes@njd.uscourts.gov](mailto:NJD3-HumanRes@njd.uscourts.gov)  
(Send files in WordPerfect or text only format.)

Only qualified applicants will be considered for this position. Only applicants selected for an interview will be contacted. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

Management may cancel or close this announcement at any time. Therefore, it is recommended that applications be submitted as soon as possible.

**General Information**

Federal employees are subject to a mandatory electronic direct deposit of salary payment. The appointee is also subject to a six-month probationary period. All Court employees are covered under the “At Will” employment provision and therefore, the appointee/position may be terminated/abolished at any time.

Management may temporarily or permanently transfer an employee to another courthouse within the United States District Court for the District of New Jersey, as needed or necessary.

Applicant must be a U.S. citizen or eligible to work in the United States.

**Background Check and Investigation**

As a condition of employment, background checks and investigations are mandatory for all new employees who are appointed to positions in the Federal Court. The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprinting and other possible investigation, together with professional reference checks. An individual appointed to a position in the District Court will be hired provisionally pending the result of the necessary background check, investigation and professional reference checks. The removal of “provisional status” does not affect any aspect of the employment relationship including the “At Will” employment status of a Court employee.

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